

# MAYOR & COUNCIL AGENDA COVER SHEET

**MEETING DATE:**

July 23, 2007

**CALL TO PODIUM:**

Janet Limmer  
Arts and Special Events Director

**RESPONSIBLE STAFF:**

Janet Limmer  
Arts and Special Events Director

**AGENDA ITEM:**

(please check one)

	Presentation
	Proclamation/Certificate
	Appointment
	Public Hearing
	Historic District
<b>X</b>	Consent Item
	Ordinance
	Resolution
	Policy Discussion
	Work Session Discussion Item
	Other:

**PUBLIC HEARING HISTORY:**

(Please complete this section if agenda item is a public hearing)

Introduced	
Advertised	
Hearing Date	
Record Held Open	
Policy Discussion	

**TITLE:**

Resolution of the Mayor and City Council Authorizing the City Manager to Award a Contract for Rental Equipment for the Celebrate Gaithersburg Festival (\$25,000)

**SUPPORTING BACKGROUND:**

A Request for Proposal for rental equipment for the 2007 Celebrate Gaithersburg Festival, to be held on September 16, 2007, to include three (3) areas: Festival, Taste of Gaithersburg and World Market (Bid #2007-023), was advertised in the May 30, 2007, issue of the *Gaithersburg Gazette*, as well as on the City of Gaithersburg website from May 30 to July 6, 2007. Sealed bids were opened and reviewed on July 9, 2007.

The RFP requests proposals for the rental of tents, tent anchor blocks, tables, chairs, tablecloths, white sidewalls, white picket fencing, and a raised dance floor for the festival areas.

Bid packages were available at the Front Desk of the Activity Center and staff mailed bid packages to several companies. A letter declining to bid was received from Signature Special Event Services, 285 Bucheimer Road, Frederick, Maryland 21701.

The following bid was received:

Capital Party Rentals                      \$22,680.30

Staff's estimated amount on the bid documents were prepared based upon last year's participation. In the event there are more participants this year, it may be necessary to increase the number of tents, etc., to provide for them. Therefore, staff recommends the contract be awarded in an amount not to exceed \$25,000.

**DESIRED OUTCOME:**

Vote on Resolution

# Resolution Request Form

## REQUEST FORM FOR RESOLUTIONS PERTAINING TO EXPENDITURES FROM THE CITY BUDGET (CONTRACTS/PURCHASES, TRANSFER FUNDS)

(Please attach the Mayor and Council Agenda Cover Sheet to this Form. For contracts/purchases, the Cover Sheet MUST include a list of all bidders and bid amounts.)

Requested by: Michele McGleish Date of City Council Meeting: July 23, 2007

### **AUTHORIZING**

Purchase ☐ Award Contract ☒ Transfer Funds ☐ Negotiate/  
Execute a Contract

### **BID INFORMATION:**

Advertisement Date May 30, 2007  
Newspaper(s) Gaithersburg Gazette  
Bids Opened/Tabulated (date) July 9, 2007

### **DESCRIPTION OF ITEM(S):**

(Be specific; include quantity, item name, model number, etc.)

Resolution authorizes rental of the following equipment for the Celebrate Gaithersburg Day festival:

Volunteer Reception: 40' X 80' tent (1), 30' X 60' tent (1), 6' round tables (40), 6' rectangular tables (40), tablecloths – 120" round (40), tent anchor blocks, chairs – basic black folding (400).

World Market: 10' X 10' tents (26), 6' rectangular tables (40), chairs (56)

Festival: 20' X 20' tents (3), 10' X 10' tents (79), 6' rectangular tables (102), Chairs- basic black folding (411), 8' X 20' white sidewalls (19), white picket fencing – 6' sections (40), tent anchor blocks, 20' X 20' X 8" raised dance floor (1), 6' or 8' picnic tables, 3' diameter X 42" high cocktail tables (20).

### **CONTRACTED/PURCHASE FROM:**

Company Name: Capital Party Rentals, LLC  
Street Address 44232 Mercure Circle  
P. O. Box Number \_\_\_\_\_  
City/State/Zip Dulles, VA 20166

**CONTRACT/PURCHASE AMOUNT:** \$25,000.00

Check One: In the Amount of \_\_\_\_\_ Not to Exceed X

**FUNDS TO BE EXPENDED FROM:** Operating Budget X Capital Improvements Budget \_\_\_\_\_

Account Number: 1436 - 567000 (Rental & Use)  
(For Finance Department use only; not to be included in the Resolution)

**VERIFICATION OF AVAILABILITY OF FUNDS** Available X Not available \_\_\_\_\_

Finance Dept. \_\_\_\_\_ Date \_\_\_\_\_

RESOLUTION NO. \_\_\_\_\_

RESOLUTION OF THE MAYOR AND CITY COUNCIL  
AUTHORIZING THE CITY MANAGER TO AWARD A CONTRACT FOR  
RENTAL EQUIPMENT FOR THE CELEBRATE GAITHERSBURG FESTIVAL

WHEREAS, it is necessary to rent tents, tables, tablecloths, chairs, fencing, anchor blocks, and a portable dance floor to be used at the Festival, the Volunteer Reception, and the World Market during Celebrate Gaithersburg Day; and

WHEREAS, a Request for Proposal for these items was advertised in the May 30, 2007, issue of the *Gaithersburg Gazette*, and bids were opened, reviewed and calculated on July 9, 2007; and

WHEREAS, the Mayor and City Council have determined to award a contract to the lowest bidder meeting City specifications:

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and City Council of Gaithersburg, that the City Manager be and he hereby is authorized to enter into a contract with Capital Party Rentals, LLC, 44232 Mercure Circle, Dulles, Virginia 20166, in an amount not to exceed Twenty-Five Thousand Dollars (\$25,000); said funds to be expended from the Operating Budget.

ADOPTED by the City Council this 23<sup>rd</sup> day of July, 2007.

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SIDNEY A. KATZ, MAYOR and  
President of the Council

THIS IS TO CERTIFY that the foregoing  
Resolution was adopted by the City Council,  
in public meeting assembled, on the 23<sup>rd</sup> day  
of July, 2007.

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David B. Humpton, City Manager